



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

039

Date: October 5, 2012

TO: ALL MISSION PERSONNEL

FROM: CAROLYN DUBROVSKY – ACTING HUMAN RESOURCES OFFICER

SUBJECT: FINANCIAL ASSISTANT AT FINANCIAL MANAGEMENT OFFICE

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Financial Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Financial Management Office

OPENING DATE: Immediate

DEADLINE: October 21, 2012 at 6 P.M. Kyiv Time

**FP –07 is subject for confirmation with Washington.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Incumbent performs allotment accounting for all post-held allotments. Maintains fund control for the Post Language Program, Centers for Disease Control and Prevention (HHS/CDC), Export Control and Related Border Security Assistance (EXBS), Defense Threat Reduction Office (DTRO), President's Emergency Plan for AIDS Relief (PEPFAR), Machine Readable Visa (MRV), Diversity Visa (DV), The H-1B and L Fraud Prevention Program (H/L), Foreign Commercial Service (FCS), Foreign Agriculture Service (FAS) and Special American Business Internship Training Program (SABIT). The incumbent is also responsible for assistance with VIP visits.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Allotment Accounting for Serviced and Non-Serviced Accounts: **65%**

Develops budgets and maintains funds control for serviced allotments, including MRV, DV and H&L accounts. Performs support function to the ICASS Senior Budget Analyst. In the process of funds control, the incumbent reviews commitment and obligation documents; examines each document to ensure completeness of data, accuracy of computation, appropriateness of monetary data; assigns valid accounting classification in accordance with the type of request; and communicates with the request document source to resolve questions on the data submitted. The incumbent also determines the appropriate accounts, and codes the documents in accordance with the chart of accounts and accounting code structure as provided by the Federal Accounts Symbols and Titles, Financial Service Center's Chart of Accounts, and others as appropriate.

Performs basic functions associated with budget execution and funds control primarily to ensure there is no over-obligation of U.S. Government funds in accordance with limitations received by allotment sources and in compliance with the Anti-Deficiency Act.

For "Non-Serviced" allotments the incumbent assists agencies by providing cost extract reports; reviews purchase orders placed in Integrated Logistics Management System (ILMS) and route them to the agency approving officials as appropriate; advises about financial operating procedures in order to prevent conflicts with agency regulations or Embassy policies.

B. Financial Reporting: **20 %**

Prepares reports of financial records data for FMO customers including the Ambassador, DCM, Management Counselor, other section heads and serviced ICASS agencies.

C. Delegations/Visits: **10%**

Prepares reports for all delegations and VIP visits including POTUS, SECSTATE, CODEL, STAFFDEL and others supported by the Embassy as required by the

Department's Office of Congressional Relations (H), including cost projections and actual expenses. Annual effort involved for this function averages \$280,000.

D. Performs other related duties as assigned:

5%

Incumbent also handles other duties as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION:

- University degree in accounting, finance, economics, administration, business management, social sciences or other related field is required.

WORK EXPERIENCE:

- Two years of financial systems experience with the U.S. Government or in private firm in financial management is required.

LANGUAGE:

- Ukrainian or Russian – Level III (good working knowledge),
- English – Level III (good working knowledge),

KNOWLEDGE:

- Excellent operating knowledge of financial systems (U.S. Government or private firms), accounting procedures, purpose and use of accounting documents, accounting terminology. Knowledge of preparation of financial statements.

SKILLS AND ABILITIES:

- Ability to analyze accounts maintenance transactions sufficiently to be able to detect errors. Ability to use a personal computer and standard off-the-shelf PC processing applications. Excellent numerical skills are required.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **October 21, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: DHoward - FMO(by e-mail)